

**COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
JULY 19, 2021**

NOTICE OF MEETING

Upon due notice given and received, a meeting of the Board of Directors was held on July 19, 2021 via Zoom.

ATTENDANCE

Directors Present

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|----------------|-------------------|
| David Guerra | President |
| Daniel Hawkins | Vice President |
| Don Passehl | Secretary |
| Scott Baird | Treasurer |
| Cathie Brown | Director at Large |

Directors Absent

None

Others Present

| | |
|------------------|---|
| Lauren Swiderski | Managing Agent, Total Property Management, Inc. |
| 11 Homeowners | |

CALL TO ORDER

A quorum was present and President, David Guerra, called the General Session Meeting to order at 6:33 pm.

Board Member Resignation – Don Passehl

The Board of Directors reviewed Board Member Resignation correspondence submitted by Don Passehl. Following review and discussion, it was the general consent of the Board of Directors to accept his resignation.

EXECUTIVE SESSION DISCLOSURE

An announcement was made indicating that the Board met in Executive Session on July 19, 2021 to hold hearings for non-compliance issues, legal matters, delinquency matters, contractual and personnel issues as permitted by California Civil Code.

HOMEOWNER FORUM

There were 11 homeowners in attendance to inquire when paint samples will be on the building, requests to keep granite address fixtures instead of install lighted fixtures, request to require homeowners to provide proof of cleaning chimneys, and request for costs of projects.

MINUTES

It was the general consent of the Board of Directors to approve the Minutes of the June 21, 2021 General Session Meeting as presented.

FINANCIAL

Financial Status

It was the general consent of the Board of Directors to approve the June 30, 2021 Financials, subject to the year-end audit.

PROPOSALS

Ratifications

It was the general consent of the Board of Directors to ratify the approvals for the following proposals:

1. Partners Plumbing – 28715 La Sienna \$2,500.00
2. Partners Plumbing – 2815 La Sienna \$1,750.00 2nd leak

Proposals – Audit Preparation

The Board of Directors reviewed audit preparation proposals submitted by Inouye, Shively, Klatt, and McCorvey and VanDerPol and Company. Following review and discussion, it was the general consent of the Board of Directors to approve the proposal submitted by Inouye, Shively, Klatt, and McCorvey, at a cost of \$1,500.00.

Contract Rate Increase – ProTec Building Services

The Board of Directors reviewed contract rate increase correspondence submitted by ProTec Building Services increasing from \$48.90 per hour to \$50.37 per hour. Following review and discussion, Management was requested to obtain proposals from additional contractors for review.

Proposals – 28731 La Triana

The Board of Directors reviewed proposals submitted by South County Plumbing, Partners Plumbing, and SeaCrest Landscape to clear or repair the drain outside of the gate at 28731 La Triana. Following review and discussion, it was the general consent of the Board of Directors to approve the proposal submitted by Partners Plumbing, at a cost of \$875.00.

Proposal – Doggie Stations

The Board of Directors reviewed correspondence submitted by ProTec Building Services to replace four (4) doggie bag stations, installed in the ground (not the concrete) at a cost of 2,200.00. Following review and discussion, Management was requested to obtain a second proposal.

Proposals – Address Lights Revisions

The Board of Directors reviewed the following proposals submitted by Three Phase Electric, ProTek Lighting and Comet Lighting:

Three Phase Electric

1. Monthly Service - \$159.00
2. Convert 64 tiled address signs to new LED fixtures - \$27,705.00
3. Replacement of 11 incorrect sized address fixtures - \$1,101.00
4. Convert remaining 101 address fixtures to Led - \$7,340.00

ProTek Lighting

1. Monthly Service - \$199.00
2. Convert 64 tiled address signs to new LED fixtures – declined to bid
3. Replacement of 11 incorrect sized address fixtures - \$2,812.00
4. Convert remaining 101 address fixtures to Led - \$9,450.20

Comet Lighting – Proposals Pending

Following review and discussion, it was the general consent of the Board of Directors to table pending receipt of the Comet Lighting proposals.

Proposal – American Geotechnical

The Board of Directors reviewed a proposal submitted by American Geotechnical to perform inclinometer readings at a cost of \$2,700.00. Following review and discussion, Management was requested to verify the frequency recommended for readings.

ADMINISTRATIVE ACTIONS/REQUESTS

Sea Country Room Rental

The Board of Directors reviewed pricing and correspondence submitted by Sea Country Senior Center. Following review and discussion, it was the general consent of the Board of Directors to table further discussion and continue holding Board Meetings via Zoom.

24543 El Sorrento – Gutter Replacement

The Board of Directors reviewed correspondence submitted by 24543 El Sorrento requesting a gutter replacement. No action was required as the gutter will be replaced during a community wide project.

28661 La Azteca – Address Placards

The Board of Directors reviewed correspondence submitted by 28661 La Azteca regarding address placards and 28677 La Azteca's agreement comments. No additional action was required.

Annual Calendar Review & Discussion

The Board of Directors reviewed the Annual Calendar. No action was required.

ARCHITECTURAL REQUESTS

28787 El Adolfo – Front Door Replacement

The Board of Directors reviewed a revised Architectural Application to replace the front door at 28787 El Adolfo. Following review and discussion, it was the general consent of the Board of Directors to approve the application pending confirmation the door is fireproof and will need to be painted one of the color options offered during paint project.

24503 El Sorrento – Window Replacement

The Board of Directors reviewed an Architectural Application submitted by 24503 El Sorrento requesting a window replacement. Following review and discussion, it was the general consent of the Board of Directors to decline the application and request the owner submit additional information about the the sliding glass door being installed.

NEXT MEETING

The next scheduled Board of Directors meeting will be held on Monday, August 16, 2021 at 6:30 p.m. with the location to be determined.

ADJOURN

There being no further business to come before the Board at this time, A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED to adjourn the general session at 7:30 p.m.

ATTEST:

Signature

Date

Signature

Date